

BOROUGH OF MIDDLESEX
1200 Mountain Avenue
Middlesex, New Jersey 08846

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES – 2018

**LEGAL COUNSEL – CONFLICT PUBLIC DEFENDER - ALTERNATE
IT SERVICES**

RFP Submittal Date – Thursday, February 22, 2018

Time – 10:00 AM

**BOROUGH OF MIDDLESEX
PUBLIC NOTICE FOR THE SOLICITATION OF
QUALIFICATIONS AND RATES FOR VARIOUS PROFESSIONALS
FOR APPOINTMENT FROM
FEBRUARY 27, 2018 THROUGH DECEMBER 31, 2018
AND SPECIAL PROJECTS ON A PROJECT BY PROJECT BASIS**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Middlesex Borough Clerk or designated representative, for Middlesex Borough, on Thursday, **February 22, 2018, 10:00 a.m.** prevailing time, in the Municipal Building, 1200 Mountain Avenue, Middlesex, New Jersey 08846, then publicly opened for the following positions:

- Legal Counsel – Conflict Public Defender - Alternate
- IT Services

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts). The submission package is printable from the website www.middlesexboro-nj.gov or may be obtained at the Clerk's Office, Municipal Building, 1200 Mountain Avenue, Middlesex, New Jersey 08846 during regular business hours (8:30 a.m. – 4:00 p.m.)

The Borough reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Borough. Questions concerning this notice may be directed to Kathleen Anello at (732) 356-7400 ext. 236.

Dated: February 14, 2018

Kathleen Anello, Borough Clerk

BOROUGH OF MIDDLESEX

SCOPE OF WORK

The following is a description of the professional services needed, including where appropriate, a description of tasks involved:

CONFLICT PUBLIC DEFENDER – Alternate to serve in the event of a conflict with Public Defender. Must be a licensed Attorney at Law of New Jersey and shall provide all necessary and desirable legal counsel and advice to those Municipal Court Defendants who are financially qualified to receive the services of the Public Defender. The Conflict Public Defender shall handle his duties as directed by the Borough Attorney.

IT SERVICES – The Borough requires general IT Services. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- 1) Current information technology certifications
- 2) Representation of government entities in the field of Information Technology for a minimum of five (5) years
- 3) Knowledge of the Borough and its operations
- 4) Must be able to provide remote monitoring services for servers
- 5) Patch Management for equipment; and
- 6) Must provide onsite support

BOROUGH OF MIDDLESEX

INFORMATION FOR PROFESSIONAL SERVICES SOLICITATION **QUALIFICATIONS AND RATES FOR 2018** **(FAIR & OPEN PUBLIC SOLICITATION PROCESS)**

1.1 RECEIPT AND OPENING OF SUBMISSIONS

1.1.1 OWNER AND PROJECT

The Borough of Middlesex, Middlesex County, New Jersey (hereinafter called the "OWNER") invites submissions for the service(s) mentioned in the Public Notice for Professional Services Qualifications and Rates for 2018.

1.1.2 TIME AND PLACE OF SUBMISSION OPENINGS

Municipal Clerk and/or her designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

1.1.3 SUBMISSIONS NOT IN COMPLIANCE

The OWNER may waive any informality or reject any and/or all submissions, in accordance with the *Fair and Open Public Solicitation Process for Professional Service(s)* pursuant to P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 et seq.)

1.1.4 WITHDRAWING SUBMISSIONS

Submissions forwarded to the Borough Clerk and/or her designated representative before the time of opening of submissions may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing that they are or they represents the principal or principals involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions.

1.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES

1.2.1 INDIVIDUALS PERFORMING TASKS

Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein.

1.2.2 PAST PERFORMANCE

Documented past performance of same and/or similar service.

1.2.3 REFERENCES

References and record of success of same or similar service.

1.2.4 DESCRIPTION OF ABILITIES

Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).

1.2.5 COST DETAILS

If applicable, cost details including the hourly rates of each of the individuals who will be performing services and all expenses.

1.2.5.1 “FLAT FEE RATE”

Provide the “FLAT FEE RATE” for services. The Flat Fee Rate shall be the total compensation expected for the specific services rendered.

1.2.6 TECHNICAL PROCESS AND EQUIPMENT

Description of technical process and equipment used in performing the task(s).

1.3 PREPARATION OF SUBMISSIONS

1.3.1 COMPLETION OF SUBMISSIONS

Each submission must be provided on a Standardized Submission Form as supplied in the submission package and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional Services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections.

Each submission shall be contained in a sealed envelope addressed to: Borough Clerk, Borough of Middlesex, 1200 Mountain Ave. Middlesex, NJ 08846 or in the preprinted envelope supplied with the submission package when available, and said envelope shall specify the Appointment Title/Professional Service for which the submission is provided. The submission is to be clearly marked (indicating the category of the professional service) --Sealed Submission Enclosed” (e.g. Borough Auditor – sealed submission enclosed) and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.

The Owner will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to incorrect location.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgement Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgement, (5) a copy of the applicable Business Registration Certificate, (6) a Professional Services Entity Information Form, (7) a Qualifications Submission, and (8) an Acknowledgement of Corrections, Additions or Deletions Form.

All forms listed above, (#1 through #8) shall be completed in their entirety.

1.3.2 ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sum of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

1.4 TIME FOR AWARD OF CONTRACT

The contracting unit shall award the contract or reject all submissions for annual appointments within such time as may be specified in the invitation for submission, but in no case more than 60 days, except that the submissions of any professional services entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed.

Those who submit for “special projects on a project by project basis” during 2018 must maintain their proposed rates any contract awarded in 2018 and contracts will be awarded after a specific project proposal is provided and approved.

The award of the Contract for this service will not be made unless the Borough’s Chief Financial Officer has certified the necessary funds in a lawful manner.

1.5 MODIFICATIONS OF SUBMISSIONS

Any professional services entity may modify his/her submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The OWNER, prior to the closing time, must receive such communication. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the OWNER will not know the final price(s) or term(s) until the sealed submission is opened.

1.6 REJECTION OF SUBMISSIONS

1.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

1.6.2 UNBALANCED SUBMISSIONS

Submissions, which are obviously unbalanced, may be rejected at the option of the OWNER.

1.6.3 RIGHT TO REJECT SUBMISSIONS

The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements or in the event that Cost Details and Flat Fee rates requested exceed Owner's expectations.

1.6.4 METHOD OF AWARD OF SUBMISSIONS

The right is reserved by the Borough of Middlesex to award submissions on a *"service by service" basis, "per project" basis, in part or in whole* as determined by the Owner.

1.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED

The owner expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the OWNER'S judgment serves its best interests.

1.7 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

1.8 PAYMENT

Generally, checks are processed by the Borough of Middlesex within 30 days of invoicing. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted in advance.

1.9 TRANSITIONAL PERIOD

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

1.10 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION

Under no circumstances, on submission documents requiring authorized signatures, will the OWNER accept documents provided through facsimile machines.

1.11 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS

Professional services entities are required to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

1.12 GENERAL REQUIREMENTS/INFORMATION

The professional services entity shall guarantee any or all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by Borough of Middlesex and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

Borough of Middlesex reserves the right to cancel any contract entered into upon thirty (30) days written notice.

This solicitation is for a time period extending through 2018 or beyond.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court

decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Company Name

Date

Signature of Authorized Agent

Type or Print Name & Title

(REVISED 4/10)

REVISED CONTRACT LANGUAGE FOR BRC COMPLIANCE

Goods and Services Contracts (including purchase orders)

*Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
IS CAUSE FOR REJECTION OF YOUR PROPOSAL

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The Contractor and the Owner do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any bid, benefit, or service on behalf of the Owner pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the Contractor agrees to abide by any decision of the Owner, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

BOROUGH OF MIDDLESEX

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA ***(FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES)***

The Borough of Middlesex is seeking sealed submissions in response to a Public Notice for the Solicitation of a Professional Service Contracts.

The standardized submission requirements shall include:

1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience with projects similar to the services contained herein including their education, degrees and certifications.
2. References and record of success of same or similar service.
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
4. Cost details, including the hourly rates of each of the individuals who will perform services and time estimates for each individual, all expenses and total cost of “not to exceed” amount. Additionally, with regard to all submissions for professional services of Engineers, Planners and Legal Counsel for the Zoning Board of Adjustment and the Planning Board, the submission must include the Flat Fee Rate expected, which Flat Fee shall be the **total compensation** expected for the specific service rendered. If a flat fee is not acceptable the Zoning Board of Adjustment or the Planning Board will rely on answers to Item No. 4 above.

Proposals will be evaluated by the Borough Council of the Borough of Middlesex on the basis of the most advantageous, price and other factors considered but not limited to the following:

1. Knowledge of the administrative structure of the Borough of Middlesex and subject matter to be addressed under the contract.
2. Individual designated by the applicant and approved by Borough is required to attend all regular scheduled meetings as required by Borough of Middlesex. If the designated individual is unable to attend, they must notify the Borough in advance and have the individual to attend the meeting approved by the Borough of Middlesex.
3. Applicant must respond to Borough inquiries within 24 hours;
4. Applicant must be available to accommodate any Special meetings as required;
5. Applicant will provide written proposals for specific projects

Please Note this Additional Requirement:

Professional services entities shall submit one (1) original and two (2) additional sets of their sealed submission, on Thursday, February 22, 2018.

BOROUGH OF MIDDLESEX

CHECKLIST

PROFESSIONAL SERVICE TITLE:

Please fill in the appropriate title in the space above.

SUBMISSION DATE: Thursday, February 22, 2018 at 10:00 AM

The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:

- | | |
|---|---------|
| 1. Non-Collusion Affidavit | ___X___ |
| 2. Stockholder Disclosure Certification | ___X___ |
| 3. Insurance Requirement Acknowledgement Form | ___X___ |
| 4. Mandatory Equal Employment Opportunity Notice Acknowledgement | ___X___ |
| 5. Copy of your Business Registration Certificate as issued by the State of
New Jersey, Department of Treasury, Division of Revenue | ___X___ |
| 6. Professional Service Entity Information Form | ___X___ |
| 7. Qualifications Submission Form..... | ___X___ |
| 8. Acknowledgement of Corrections, Additions or Deletions Form | ___X___ |

Reminder

Please submit one (1) original and two (2) additional sets of the sealed submission.

Each submission shall be contained in a sealed envelope addressed to: Borough Clerk, Borough of Middlesex, 1200 Mountain Ave., Middlesex, NJ 08846 or in the preprinted envelope supplied with the submission package when available, and said envelope shall specify the Appointment Title/Professional Service for which the submission is provided.

The submission is to be clearly marked (indicating the category of the professional service) --Sealed Submission Enclosed" (e.g. Borough Auditor – sealed submission enclosed) and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement.

Submissions received after the hour herein named or in unsealed envelopes shall not be considered.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF _____

ss:

I, _____ of the City of _____
in the County of _____ and the State of _____
of full age, being duly sworn according to law on my oath depose and say that:

I am _____
of the firm of _____
the bidder making the Proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Middlesex relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

(name of contractor)

(N.J.S.A. 52:34-25)

Subscribed and sworn to

before me this _____ day
of _____, _____.

(also type or print name of affiant under signature)

Notary public of _____

My Commission expires _____.

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c33)

SEE GENERAL INSTRUCTIONS #12 FOR DETAIL

**FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED INFORMATION IS
CAUSE FOR AUTOMATIC REJECTION**

CHECK ONE:

☐ I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER _____

Check which business entity applies:

☐ Limited Partnership ☐ Subchapter S Corporation ☐ Limited Liability Corporation

☐ Partnership ☐ Corporation ☐ Sole Proprietorship

☐ Limited Liability Partnership ☐ Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

BUSINESS ADDRESS:

Street Address	City	State	Zip Code
Telephone #	Fax #	E-Mail	

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest herein.

Name	Address
Name	Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES NO

Signature _____ Date _____

Printed Name & Title _____

R 11/02

BOROUGH OF MIDDLESEX

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the Mayor and Borough Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

_____	_____
(Signature)	(Date)

(Printed Name and Title)	

A.
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the Borough and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representative will review the Borough files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Borough, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Borough and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes ☐ No ☐

If yes, please submit a photo static copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Borough as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes ☐ No ☐

If yes, please submit a photo static copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, AA-302 and submit it to the Division with \$150.00 fee and forward a copy of the form to the Borough. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance. The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence. The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

BOROUGH OF MIDDLESEX

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

If individual has a TRADE NAME, give such trade name:

Trading As: _____ Telephone No.: _____

If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

If the Professional Service Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated:

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

BOROUGH OF MIDDLESEX

QUALIFICATIONS SUBMISSION FORM

- 1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:**

- 2. References and record of success of same or similar service:**

- 3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):**

- 4. Cost details, including the hourly rates of each of the individuals who will perform services, including their title, level of expertise and years of experience, and all expenses:**

- 5. With regard to all submissions for professional services of Engineers, Planners and Legal Counsel for the Zoning Board of Adjustment and the Planning Board, please provide your acceptable Flat Fee Rate. Flat Fee shall be the total compensation expected for the specific service rendered as follows: (a) Minor Subdivision (review and report for public meeting) (b) Major Subdivision (review and report public meeting) (c) Site Plan (review and report public meeting) (d) "C" Variance Applications (review and report for public meeting) (e) "D" Variance Applications (review and report for public meeting) (f) Meeting Attendance (g) Subdivision Flat Review (after approval) (h) Subdivision Deed Review (after approval) (i) Resolution Compliance review (per review). If flat fee is not acceptable, the Zoning Board of Adjustment and the Planning Board will rely on answers to Item #4 above.**

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

BOROUGH OF MIDDLESEX

ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____

of the firm _____

hereby acknowledge that any corrections, additions and/or deletions
have been initialed and dated in this Submission Package.

(Signature)

(Type or Print name of affiant and Title, under signature)

(Date)

EXHIBIT A

EVALUATION SHEET

BOROUGH OF
MIDDLESEX

EVALUATORS NAME _____
COMPANY NAME _____

Write NA if
category
does not apply.

Understanding the Requested Work 10 Points				
<u>Category</u>	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 - 4 Points</u>	<u>Points Given</u>
Demonstrates clear understanding	Does not demonstrate clear understanding	Proposal points are adequately defined	Proposal is clear, readable and precise	
	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 Points</u>	
Completeness and responsiveness to RFP	Does not address major requirements	Proposal absent some non-critical points	Proposal complete and responsive	
Compliance with instructions and requests	Does not comply	Complies substantially	Complies with all instructions and requests	

Knowledge and Professional Compliance 25 Points				
<u>Category</u>	<u>0 - 2 Points</u>	<u>3 - 4 Points</u>	<u>5 - 6 Points</u>	<u>Points Given</u>
Education and training of employees, suitability to perform the required tasks	Minimal training, no formal education, new performer	Some prior experience, some training and documented performance	High level of education and training, well proven performance	
	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 - 7 Points</u>	
Does respondent have the character, integrity, reputation, judgment, experience & efficiency required by the Professional	Not adequately documented	Proposal uses some current technology	Well documented use of the latest technologies	
	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 - 4 Points</u>	
QA/QC Process	Not adequately documented	QA/QC documented, but with little oversight	QA/QC documented with significant oversight	
	<u>0 Points</u>	<u>1 - 3 Points</u>	<u>4 - 8 Points</u>	
Primary Professional vs. subcontracted resources depending on nature of sub and percentage of project	More than one Sub-Professional	Only one Sub-Professional providing 50% of resources to be used	Primary Professional will do entire project	
Ability to Perform Services in a Timely Manner 15 Points				
<u>Category</u>	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 - 4 Points</u>	<u>Points Given</u>
Scheduling Timeline	Cannot meet schedule	Meets most of schedule	Meets entire schedule	
	<u>0 - 1 Points</u>	<u>2 - 3 Points</u>	<u>4 - 6 Points</u>	
Personnel & Resources	May not be sufficient	Sufficient for project	Dedicated resources	
	<u>0 - 2 Points</u>	<u>3 - 4 Points</u>	<u>5 Points</u>	
Primary Professional relationship Sub-Professionals	Primary Professional has not worked with Sub-Professional	Primary Professional has limited experience with Sub-Professional	No Sub-Professional or a proven record with Sub-Professional	

Management, Experience and Personnel Qualifications 25 Points				
<u>Category</u>	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 Points</u>	<u>Points Given</u>
Project Management Plan	Not demonstrated as sound	Plan is average	Plan is sound and detailed	
Project Management Team	Does not meet qualifications	Qualified but little experience working together	Well qualified and has collaborated on similar projects	
	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 - 5 Points</u>	
Record of reliability and quality of service	Not documented	Some documentation	Track record of high quality	
	<u>0 - 1 Points</u>	<u>2 - 4 Points</u>	<u>5 - 7 Points</u>	
Scope of Work Experience Experience in performing similar work by employees	Few related projects Limited experience	Some similar projects Good experience	Numerous similar projects Exceptional experience	

Management, Experience and Personnel Qualifications 25 Points				
<u>Category</u>	<u>0 Points</u>	<u>2 Points</u>	<u>3 Points</u>	<u>Points Given</u>
Explanation of costs	Costs not explained	Some correlation provided	Well documented	
	<u>0 - 4 Points</u>	<u>5 - 10 Points</u>	<u>11 - 15 Points</u>	
Cost comparison	Highest third in salary dollars	Middle third in salary dollars	Lowest third in salary dollars	
	<u>0 - 1 Points</u>	<u>2 - 3 Points</u>	<u>4 - 6 Points</u>	
Other costs, copies, travel, etc	Travel and copy cost in excess of OPRA	Copy cost equal to OPRA costs	None	

	<u>0 Points</u>	<u>1 - 2 Points</u>	<u>3 Points</u>	
Additional Services	No needed additional services identified	Possible additional services identified, costs not included	Needed additional services identified and included	
TOTAL POINTS AWARDED				